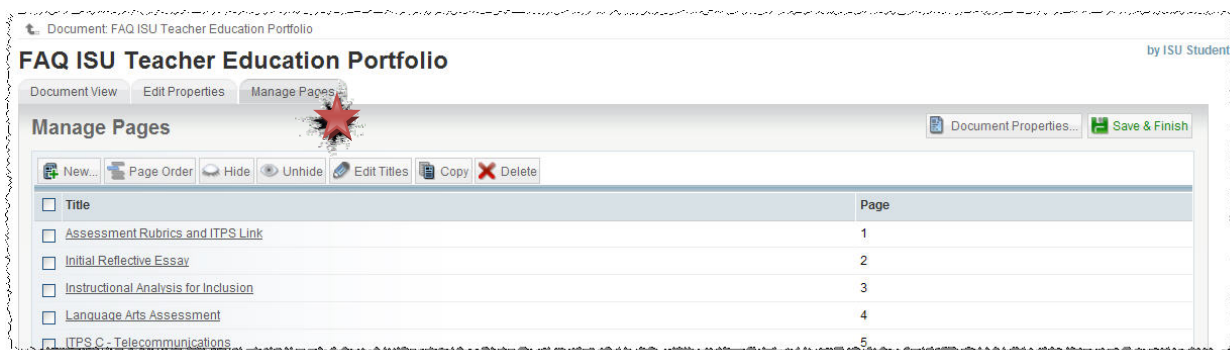


## Can I add pages or sections to my portfolio?

Yes! If you find you don't have a page for a particular assignment or you want to add additional pages and sections to a document you can add pages and sections to pages in your portfolio. Start with creating a page.

### To create pages in your portfolio

1. Login to your account
2. Click on the **Document** tab
3. Click on the *title of the document* you are modifying
4. Click on the **Manage Pages** tab at the upper left corner of the portfolio page



5. Click on the **New**
6. Enter a **Page Title** for the new Page
7. Click **OK** to finish.

The new page will appear at the bottom of the *Manage Pages* list.

### Creating page Sections

You have created a page, but until you create sections on the page you will not be able to cut/paste or attach your documents or images to that page. To create sections on your portfolio pages;

1. Open the document you are modifying
2. Click on the on the page you would like to add a section to.
3. Click on **Manage Sections** located in the upper right hand corner of the page
4. Click on **Create Section** in the upper left part of the page. You will be presented with a list of section types. Each section has a specific purpose and type of information you can add;
  - Text and Image – This section contains the text field where you will cut and paste your work. [Images and attachments](#) are done in this section too.
  - Standards – pick the standard set from the [standards library](#) and add it to your document.

- Resources - allows you to [create resources](#) to share with others, and stream video into your documents.
  - Rubric – [create rubrics](#) to use on student work. Allows you to assess and review the outcomes and data.
  - Form Viewer – allows you to insert completed [forms](#) into your document.
5. Click on the appropriate section; create a name for the section you have created and click on **OK**.

Click on the section title from the list to begin working in that section.